United Nations ST/IC/2009/24

Secretariat

4 June 2009

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Review of staff claims for dependency benefits for 2006, 2007 and 2008**

1. The purpose of the present circular is to inform staff members of the manner in which the review of their entitlements to dependency benefits for the years 2006, 2007 and 2008 will be conducted.

2. All staff at Headquarters and the staff of United Nations information centres, the International Criminal Tribunal for Rwanda and field missions, as well as project personnel administered by the Department of Economic and Social Affairs and the Office for the Coordination of Humanitarian Affairs at Headquarters, with a dependant recognized by the United Nations must review their entitlements to dependency benefits as described in the present circular.

3. The electronic P.84 (e-P.84) and hard copy P.84 questionnaire form will contain the information currently recorded for each staff member and his or her dependants in the Integrated Management Information System (IMIS). Staff members are requested to review that information carefully, make any necessary changes or corrections and certify the accuracy of the information contained in the form, including the question regarding the amount of Government assistance for each child.

I. Submission of claims using the electronic P.84 (only available for staff at Headquarters)

4. All staff at Headquarters who have a dependant recognized by the United Nations and who have access to computers will review their dependency data for 2006, 2007 and 2008 and submit proposed changes directly online to the Office of Human Resources Management using the electronic dependency questionnaire (e-P.84).

* The present circular will be in effect until further notice.

09-36002 (E) 100609

Please recycle

5. Staff members at Headquarters who are authenticated "My HR Online" users and who have received an e-mail indicating that they are authorized to access e-P.84 within "My HR Online", can do so at the http://MyHROnline.un.org website. Staff members who do not have an authenticated "My HR Online" account must register by visiting http://MyHROnline.un.org.

II. Submission of claims using the hard copy P.84

6. The P.84 dependency questionnaire is available for staff members at Headquarters who had no recognized dependants but wish to add dependants for 2008, on the condition that the required supporting documentation, such as a birth or adoption certificate, is submitted to the section that services their area (see annex II). Staff members who have not submitted supporting documents for new dependants for 2006 and 2007 should transmit them to the section that services their area (see annex II).

7. All staff at Headquarters who do not have access to computers and staff of the United Nations information centres, the International Criminal Tribunal for Rwanda, and field missions, as well as project personnel administered by the Department of Economic and Social Affairs and the Office for the Coordination of Humanitarian Affairs outside of New York, will continue to use the P.84 dependency questionnaire form for the review of their entitlement to dependency benefits.

8. Staff members assigned to United Nations peacekeeping missions and those serving in established missions who were in receipt of a dependency benefit in 2006, 2007 and 2008 will receive the dependency questionnaire form P.84 from the Office of the Chief Civilian Personnel Officer of the respective mission. Those staff members should return the completed P.84 form to the Office of the Chief Civilian Personnel Officer.

9. All other offices away from Headquarters will review dependency claims for their own staff.

III. Supporting documentation

10. **Documentation not required**. No documentation is required for a staff member to continue receiving dependency benefits for the following dependants: an unemployed spouse, a child under the age of 18 if in the staff member's custody or a secondary dependant residing with the staff member. In such cases, staff members should indicate on the electronic form that no documentation is required.

11. **Option to submit or retain documentation**. The option to submit or retain supporting documentation is available to those staff members who submit their dependency questionnaires electronically using the e-P.84. On the electronic form, staff members must indicate whether they will submit or retain the supporting documentation listed in annex I for the following cases: a dependent spouse who has occupational earnings; a child between the ages of 18 and 21; or a secondary dependant who does not reside with the staff member.

12. Staff members who opt to retain the documentation must do so for five years, and must be ready to provide that documentation to the Office of Human Resources

Management or the Office of Internal Audit Oversight Services at any time, upon request, for monitoring purposes (see annex III for the list of documentation). Failure to do so will result in immediate recovery of monies and discontinuance of benefits, and could result in disciplinary action.

13. Staff members who choose to submit the required documentation must present **all** such documentation to the contact location identified in annex II. Partial documentation is not acceptable.

14. **Documentation required**. Staff members claiming dependency benefits for a new dependant who is added by the staff member using the e-P.84 for the first time, or for a child who is not in his or her custody, must always submit the required documentation.

15. When it is necessary for support payments to be documented, the following will be considered as acceptable proof: original cancelled cheques, money-order receipts, wire-transfer receipts and original records of bank transactions.

16. In all cases, false certification of the information contained in the e-P.84 or P.84 form, or misrepresentation of facts related to a claim for dependency benefits, will lead to disciplinary action.

IV. Deadline for submission

17. In the cases of those staff members who do not submit the e-P.84 or P.84 questionnaire form and any requisite documentation within two months of the date of the present circular (within three months of the date of the present circular, for staff serving in field missions and information centres), the dependency benefits will be discontinued and overpayment recovered. Prior to recovery of any overpayment, staff members will be advised in writing of the decision to recover overpayment and of the reasons therefor. Recovery will be made through deductions of 20 per cent of the staff member's net monthly salary (excluding United Nations Federal Credit Union deductions) until such time as the full amount is recovered. In instances where the duration of the staff member's contract does not allow for a deduction at as low a rate as 20 per cent, the overpayment will be deducted at a monthly rate that is sufficient to recover the full amount by the expiration date of the contract.

Annex I

Types of dependency benefits

1. Staff members in the General Service and related categories will receive a dependency allowance for each recognized primary dependant, who may be a spouse or a child or children. The amounts are set out in the local salary scales, which are established for every duty station and which are periodically revised.

2. Staff members in the Professional category and above, in the Project Personnel category and in the Field Service category will be paid salary and post adjustment at the dependency rate for the first recognized primary dependant, who may be a spouse or a child. A dependency allowance will be paid for each additional primary dependant at the rates approved by the General Assembly.

Dependent spouse

3. A spouse will be recognized as a dependant when his or her gross occupational earnings, if any, do not exceed the limit established for this purpose in paragraph (a) of staff rule 103.24 for a particular calendar year.[a] All earnings limits are based on the salary scales in effect on 1 January of the year concerned.

Dependent child or children

4. The conditions for recognition of a dependency benefit on account of a child or children of the staff member are set out in paragraph (b) of staff rule 103.24 and administrative instruction ST/AI/2000/8 of 13 September 2000, and ST/AI/2000/8/Amend.1 of 15 March 2006. Dependency benefits on account of children with a disability will be paid in accordance with the provisions of ST/AI/2000/8 and Amend.1.

Secondary dependants

5. When a secondary dependant is recognized, a benefit will be paid at the rate determined by the General Assembly for staff in the Professional category and above, in the Project Personnel category and in the Field Service category. For staff in the General Service and related categories in New York, the allowance will be paid in the amount set out in the local salary scales, as periodically revised, that are established for every duty station.

---

[a] In New York, the earnings limit for 2006 was $36,545 (gross salary in effect on 1 January of the year concerned for a staff member at the G-2, step I, level) and for 2007 it was $37,344. For 2008, the earnings limit in New York was $38,413. For a spouse working in a country other than that of the staff member's duty station, the limit is the gross salary of the lowest entry level of the General Service salary scale applicable in the country of the spouse's place of work. For staff in the Professional category and above serving in any duty station, the limit may not be less than the equivalent of the G-2, step I, gross salary for New York.

Annex II

Contact locations

For staff members (a) without access to computers, (b) applying for dependency benefits for the first time, or (c) opting to submit supporting documentation, the following contact locations should be used if they have any substantive questions regarding dependency benefits, the P.84 or e-P.84:

Section A

Room S-2410:

Department of Management

Executive Office of the Secretary-General

Department of Public Information (including all the information centres)

United Nations Fund for International Partnerships

International Civil Service Commission

Counter-Terrorism Committee Executive Directorate

Section B

Room DC1-0200:

Department of Peacekeeping Operations

Department of Field Support

Office for the Coordination of Humanitarian Affairs

Department of Political Affairs

Office of the Special Representative of the Secretary-General for Children and Armed Conflict

Section C

Room S-2445:

Department of Safety and Security

Department of Social and Economic Affairs

Office for Disarmament Affairs

United Nations International Research and Training Institute for the Advancement of Women

Regional Commissions New York Office

Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States

Office of the Special Adviser on Africa

International Criminal Tribunal for Rwanda and liaison offices

Section D

Room S-2445:

Department for General Assembly and Conference Management

Office of Legal Affairs

United Nations Joint Staff Pension Fund

Office of Internal Oversight Services

Technical Cooperation Management Services

Room DC1-1200

Project Personnel

Annex III

Required documentation for continuance of benefit

The following table summarizes the documentation required as evidence of a staff member's entitlement to dependency benefits for 2006, 2007 and 2008.

For a spouse with no occupational earnings and claimed as a dependant	No additional documentation is required.
For a spouse with occupational earnings and claimed as a dependant	Proof of gross occupational earnings: W2 form, tax return or statement of earnings from spouse's employer.
For every child claimed as a dependant	An original birth certificate must be presented when the child is claimed as a dependant for the first time.
For a child under the age of 18 who resides with the staff member	No additional documentation is required.
For a child of a staff member who is not the custodial parent	The original or certified copy of the divorce decree or other court document specifying the amount of child support to be paid by the staff member, plus proof of payment in the year concerned in the form of original cancelled cheques, money-order or wire-transfer receipts, or records of bank transactions. The amount of payment should be at least the amount of the court-ordered child support, or the amount of the child dependency benefit, whichever is higher. In the absence of a court document, a notarized affidavit from the custodial parent must be provided attesting that the staff member provided continuing support and specifying the amounts paid during 2006, 2007 and 2008, along with the proof of payment described in the previous paragraph.
For a child between the ages of 18 and 21[a]	Staff members who were not in receipt of an education grant should submit a completed form P.41/B (certificate of school attendance) for the school years 2005/06, 2006/07 and 2007/08. Where the school year coincides with the calendar year, form P.41/B should be submitted for 2006, 2007 and 2008. No additional documentation is required for a child for whom the staff member received an education grant for the academic years 2005/06, 2006/07 and 2007/08.

For a secondary dependant who resides with the staff member	Staff member's certification of support provided on the e-P.84.
For a secondary dependant who did not reside with the staff member[b]	Proof of all payments made to the secondary dependant during 2006, 2007 and 2008, in the form of original cancelled cheques, money-order or wire-transfer receipts, or records of bank transactions.

[a] Dependency status is recognized through a period of vacation between school years when the child enrols for full-time attendance during the regular school year. Otherwise, the dependency status ceases as of the last day of full-time attendance at the educational institution. The required forms are available on iSeek under Quick Links/Forms/Allowances and Benefits or from the Executive or Administrative Offices at Headquarters and local Personnel Offices.

[b] At the time of establishment of an entitlement to a benefit for a secondary dependant, staff members should submit in person the original or certified true copy of the birth certificate or passport of the secondary dependant, together with their own written statement that the secondary dependant relies upon the staff member for financial support and that the staff member provides one half or more of the dependant's support, and in any case, at least twice the amount of the dependency allowance.

United Nations ST/IC/2009/25

Secretariat

15 June 2009

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Classification of duty stations and special entitlements for staff members serving at designated duty stations**

1. The purpose of the present information circular is to inform the staff of the classification of duty stations established by the International Civil Service Commission (ICSC) according to conditions of life and work and of the revised lists of duty stations designated by ICSC where special entitlements apply for eligible staff, as explained in paragraphs 6 to 10 below. The revised lists are set out in annexes II and III to the present circular. The revisions are effective 1 January 2009.

I. Classification of duty stations

2. All duty stations are placed by ICSC in one of six categories: H and A to E. The H category comprises headquarters duty stations and other duty stations in similar locations where the United Nations has no developmental or humanitarian programmes. The A to E categories comprise all other duty stations classified by order of difficulty of conditions of life and work. Annex I to the present circular contains the list of duty stations classified in the H category. Annex II contains the list of duty stations classified in the A to E categories.

Mobility and hardship allowance

3. The category of the duty station where a staff member is serving and/or has served is one of the factors that determines whether the staff member is eligible for each of the three elements of the mobility and hardship allowance, namely, the mobility, the hardship and the non-removal elements. It is also a factor in determining the amount of the allowance. The relevant provisions on the matter are set out in staff rules 103.22 and 203.11 and in the administrative instruction on the mobility and hardship scheme, ST/AI/2007/1 and ST/AI/2007/1/Amend.1.

* The present circular will be in effect until further notice.

Removal costs

4. The category of the duty station is a factor in determining eligibility for removal costs under staff rule 107.27. Such costs are normally payable in the case of service at H duty stations when the appointment is for two years or more or the assignment to a new duty station is expected to be for two years or more. In those cases where removal costs are not payable, the staff member may be eligible for the non-removal element of the mobility and hardship allowance.

Special entitlements at designated duty stations

5. The classification of duty stations in the A to E categories is linked to the special entitlements that are set out in the administrative instruction on special entitlements for staff members serving at designated duty stations.

II. Duty stations at which special entitlements may apply for eligible staff

6. At duty stations classified in the A to E categories, which are listed in annex II to the present circular, one or more of the special entitlements set out in the administrative instruction on special entitlements for staff members serving at designated duty stations may apply, as indicated in paragraphs 7 to 9 below. The granting of these entitlements is subject to the conditions established in the applicable staff regulations and rules and the above-mentioned administrative instruction.

7. The category of each of the duty stations listed in annex II is indicated in the first column of the annex. At duty stations classified in the C, D and E categories, eligible staff are entitled to:

(a) Accelerated home leave travel, that is, home leave travel once every 12 months;

(b) Special terms for the exercise of the unaccompanied shipment entitlement of 50 kilograms or 0.31 cubic metres for travel on home leave, family visit or education grant so that the unused portion of the entitlement for one leg of the travel may be used to supplement the normal entitlement for the other leg of the travel.

8. The designated duty stations where eligible staff are entitled to additional education grant travel and an additional reimbursement for boarding costs under the education grant are indicated in the second column of annex II to the present circular.

9. The designated duty stations where eligible staff are entitled to additional shipment entitlements, namely, an annual shipment entitlement and a shipment on the birth or adoption of an infant, are indicated in the third column of annex II to the present circular.

10. Eligible staff members serving at duty stations in the countries listed in annex III to the present circular are entitled to reimbursement of the costs of basic medical examinations for accompanying eligible family members.

11. The present circular supersedes information circular ST/IC/2008/51.

Annex I

List of countries where duty stations are classified in the H category

(Effective 1 January 2009)

Australia
Austria
Belgium
Bulgaria
Canada
Cyprus
Czech Republic
Denmark
Estonia
Finland
France[a]
Germany
Greece
Hungary
Italy
Japan
Latvia
Lithuania
Malta
Netherlands
Norway
Poland
Portugal
Romania
Slovakia
Slovenia
Spain
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland
United States of America

[a] Including Monaco.

Annex II

List of duty stations classified in the A to E categories

(Effective 1 January 2009)

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Afghanistan			
Badghis	E	X	X
Bamyan	E	X	X
Faizabad	E	X	X
Gardez	E	X	X
Herat	E	X	X
Jalalabad	E	X	X
Kabul	E	X	X
Kandahar	E	X	X
Kunduz	E	X	X
Maymana	E	X	X
Mazar-e-Sharif	E	X	X
Albania			
Durres	C	X	X
Kukes	C	X	X
Tirana	B	X	X
Algeria			
Algiers	E	X	X
Tindouf	E	X	X
Angola			
Caxito	D	X	X
Huambo	D	X	X
Kuito Bie	D	X	X
Lobito	D	X	X
Luanda	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Lubango	D	X	X
Luena	E	X	X
Malange	E	X	X
M'Banza Congo-Zaire	E	X	X
Menongue (Cuando Cubango)	E	X	X
N'dalatando	E	X	X
Ondjiva-Kunene	E	X	X
Saurimo (Lunda Sul Province)	E	X	X
Sumbe (N'Gunza)	D	X	X
Uíge	E	X	X
Argentina			
Buenos Aires	A	—	—
Armenia			
Yerevan	D	X	X
Azerbaijan			
Baku	B	X	—
Bahamas			
Nassau	A	X	—
Bahrain			
Manama	B	—	—
Bangladesh			
Bandarban	D	X	X
Chittagong	C	X	X
Cox's Bazaar	D	X	X
Dhaka	C	—	X
Khagrachari	D	X	X
Rangamati	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Barbados			
Bridgetown	A	—	—
Belarus			
Minsk	A	X	—
Belize			
Belize City	B	X	—
Belmopan	B	X	X
Benin			
Abomey	C	X	X
Bohicon	D	X	X
Cotonou	B	X	X
Lokossa	D	X	X
Ouidah	D	X	X
Parakou	D	X	X
Porto Novo	B	X	—
Bhutan			
Thimphu	D	X	X
Bolivia			
Cochabamba	B	—	—
La Paz	B	—	—
Bosnia and Herzegovina			
Banja Luka	A	X	—
Foca	B	X	X
Mostar	A	X	X
Sarajevo	A	—	—
Srebrenica	C	X	X
Travnik	A	X	X
Tuzla	A	X	—

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Botswana			
Dukwi	D	X	X
Gaborone	A	—	—
Brazil			
Brasília	A	—	—
Rio de Janeiro	A	—	—
Burkina Faso			
Ouagadougou	B	—	—
Burundi			
Bujumbura	D	X	X
Cankuzo	C	X	X
Gitega	E	X	X
Makamba	E	X	X
Muyinga	E	X	X
Ngozi	E	X	X
Ruyigi	E	X	X
Cambodia			
Banteay Mean Chey	E	X	X
Battambang	D	X	X
Phnom Penh	B	—	—
Siem Reap	D	X	X
Cameroon			
Douala	B	X	—
Garoua	D	X	X
Ngaoundéré	B	X	—
Yaoundé	B	X	X
Cape Verde			
Praia	B	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Central African Republic			
Bangui	D	X	X
Bossangoa/Soumbe	E	X	X
Bouar	E	X	X
Kaga-Bandoro	E	X	X
Mbaïki	E	X	X
Paoua	E	X	X
Sibut	E	X	X
Chad			
Abeche	E	X	X
Gozbeida	E	X	X
Iriba	E	X	X
N'Djamena	D	X	—
Chile			
Santiago	A	—	—
China			
Beijing	A	—	—
Colombia			
Apartado	C	X	X
Arauca	C	X	X
Barrancabermeja	C	X	X
Barranquilla	B	X	—
Santa Fé de Bogotá	B	—	—
Bucaramanga	B	—	X
Cali	B	X	—
Cartagena	A	X	—
Cucuta	C	X	X
Manizales	B	X	—

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Medellin	B	—	—
Mocoa	D	X	X
Pasto	B	X	—
Quibdo	C	X	X
Sincelejo	B	X	—
Villavicencio	B	X	—
Comoros			
Moroni/Grande Comore	D	X	X
Congo			
Betou	E	X	X
Brazzaville	D	X	X
Impfondo	E	X	X
Kinkala	E	X	X
Pointe-Noire	B	X	—
Costa Rica			
Liberia	A	X	—
San José	A	—	—
Côte d'Ivoire			
Abidjan	C	X	—
Bouake	E	X	X
Guiglo	E	X	X
Man	E	X	X
San Pedro	D	X	X
Tabou	E	X	X
Croatia			
Zagreb	A	X	—
Cuba			
Havana	B	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Democratic People's Republic of Korea			
Pyongyang	E	X	X
Democratic Republic of the Congo			
Aba	E	X	X
Bandundu	E	X	X
Buburu	E	X	X
Bukavu	E	X	X
Bunia	E	X	X
Gemena	E	X	X
Goma	E	X	X
Ituri	E	X	X
Kahemba	E	X	X
Kalemie	E	X	X
Kenge	E	X	X
Kikwit	E	X	X
Kimpese	E	X	X
Kimvula	E	X	X
Kindu	E	X	X
Kinshasa	C	X	X
Kisangani	E	X	X
Kisenge	E	X	X
Libenge	E	X	X
Lubumbashi	D	X	X
Matadi	D	X	X
Mbandaka	E	X	X
Mbuji-Mayi	E	X	X
Ngidinga	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Nioki	E	X	X
Uvira	E	X	X
Zongo	E	X	X
Djibouti			
Djibouti	C	X	—
Dominican Republic			
Santo Domingo	A	—	—
Ecuador			
Ibarra	B	X	—
Lago Agrio (Sucumbios)	D	X	X
Quito	A	—	—
Egypt			
Cairo	A	—	—
Ismailia	A	X	X
El Salvador			
San Salvador	B	—	—
Equatorial Guinea			
Acurenam	E	X	X
Malabo	D	X	X
Eritrea			
Asmara	D	X	X
Ethiopia			
Addis Ababa	C	X	X
Assosa	E	X	X
Awassa/Sidamo	D	X	X
Dese	E	X	X
Dire Dawa	D	X	X
Gambella	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Harar	E	X	X
Jijiga	E	X	X
Mekele	E	X	X
Mizan	E	X	X
Nazret	C	X	X
Semera	E	X	X
Fiji			
Suva	B	X	—
Gabon			
Franceville	D	X	X
Libreville	A	X	—
Tchibanga	D	X	X
Gambia			
Banjul	C	X	X
Gaza			
Gaza Town	E	X	X
Georgia			
Akhmeta	D	X	X
Gali	E	X	X
Tbilisi	D	X	X
Ghana			
Accra	B	X	—
Ho	C	X	X
Takoradi	C	X	X
Tamale	C	X	X
Guatemala			
Chiquimula	B	X	—
Guatemala City	B	—	—

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Guinea			
Conakry	D	X	X
Dabola	E	X	X
Kissisdougou	E	X	X
Nzerekore	E	X	X
Guinea-Bissau			
Bissau	E	X	X
Gabu	E	X	X
Guyana			
Georgetown	C	X	X
Haiti			
Cap Haitien	D	X	X
Gonaives	D	X	X
Port-Au-Prince	D	—	—
Honduras			
Nacaome	C	X	X
San Pedro Sula	B	X	—
Santa Rosa de Copán	B	X	—
Tegucigalpa	B	—	X
Hong Kong, China			
Hong Kong	A	—	—
India			
Bhopal	B	X	X
Bhubaneswar	B	X	X
Bhuj	C	X	X
Calcutta	A	X	—
Chennai (Madras)	A	—	—
Hyderabad	A	X	—

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Jaipur	A	X	—
Lucknow	B	X	X
Mumbai (Bombay)	A	—	—
New Delhi	A	X	—
Patna	C	X	X
Indonesia			
Ambon (Maluku)	C	X	X
Atambua	D	X	X
Banda Aceh	D	X	X
Bogor	A	X	—
Calang	E	X	X
Denpasar	A	X	—
Gunung Sitoli, Nias	E	X	X
Jakarta	B	—	—
Jayapura (Irian Jaya)	D	X	X
Jayapura (Papua)	E	X	X
Kupang	D	X	X
Lhokseumawe	E	X	X
Makssar	B	X	X
Medan	B	X	—
Meulaboh	E	X	X
Nias	E	X	X
Palu	C	X	X
Semarang	B	X	—
Simeulue	E	X	X
Surabaya	A	X	—
Ternate	C	X	X
Tual	D	X	X
Yogyakarta	A	X	—

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Iran (Islamic Republic of)			
Ahwaz	D	X	X
Bam	E	X	X
Dogharoun	E	X	X
Kerman	C	X	X
Kermanshah (Bakhtaran)	C	X	X
Mashad	C	X	X
Tehran	C	X	X
Uromiyeh	C	X	X
Zahedan	D	X	X
Iraq			
Arbil/Kirkuk	E	X	X
Dohuk	E	X	X
Mosul	E	X	X
Sulaymaniah	E	X	X
Israel			
Ashdod	A	X	—
Tel Aviv	A	—	—
Tiberias	A	X	—
Jamaica			
Kingston	B	X	X
Jerusalem			
Jerusalem	B	X	X
Jordan			
Amman	A	—	—
Ruwayshid	D	X	X
Kazakhstan			
Almaty (Alma Ata)	B	X	X
Astana	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Kenya			
Dadaab	E	X	X
Eldoret	D	X	X
Garissa	E	X	X
Kakuma	E	X	X
Kisumu	B	X	—
Mombasa	B	X	—
Nairobi	C	—	—
Nakuru	C	X	X
Kiribati			
Tarawa	D	X	X
Kuwait			
Kuwait City	B	—	—
Kyrgyzstan			
Bishkek	C	X	X
Osh	D	X	X
Lao People's Democratic Republic			
Attapeu	E	X	X
Boun Neua District	E	X	X
Champasack	D	X	X
Luang Namtha	D	X	X
Luang Prabang	D	X	X
Oudomxay	E	X	X
Pakse	C	X	X
Phongsali	E	X	X
Salavan	D	X	X
Sekong	E	X	X
Thakhek	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Vientiane	C	X	X
Xam Neua	E	X	X
Xyang-Khoang	E	X	X
Lebanon			
Beirut	C	—	X
Tyre (Sur)	D	X	X
Lesotho			
Maseru	C	X	X
Mohale's Hoek	C	X	X
Oacha's Nek	D	X	X
Outhing	D	X	X
Thaba-Tseka	D	X	X
Liberia			
Harper (Maryland County)	E	X	X
Monrovia	D	X	X
Saclepea	E	X	X
Voinjama	E	X	X
Zwedru	E	X	X
Libyan Arab Jamahiriya			
Benghazi	B	X	X
Kufra	D	X	X
Sirte	C	X	X
Tripoli	B	X	X
Macao, China			
Macao	A	X	—
Madagascar			
Antananarivo	B	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Malawi			
Blantyre	B	X	X
Lilongwe	C	X	X
Malaysia			
Kuala Lumpur	A	—	—
Maldives			
Malé	C	X	X
Mali			
Bamako	C	X	X
Mauritania			
Nouakchott	C	X	X
Mauritius			
Port Louis	A	—	—
Mexico			
Mexico City	A	—	—
Tapachula, Chiapas	C	X	X
Micronesia (Federated States of)			
Pohnpei (Ponape)	B	X	X
Mongolia			
Khovd	E	X	X
Ulaanbaatar	D	X	X
Montenegro			
Podgorica	A	X	—
Montserrat			
Montserrat	C	X	X
Morocco			
Rabat	A	—	—

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Mozambique			
Beira	D	X	X
Ilha de Mozambique	D	X	X
Maputo	B	X	—
Nampula	D	X	X
Myanmar			
Laokai, Kokang Special Region 1	D	X	X
Lashio	D	X	X
Maungdaw	E	X	X
Maw-La-Myine	D	X	X
Pangkham	E	X	X
Yangon	C	—	X
Namibia			
Osire	E	X	X
Windhoek	A	X	—
Nepal			
Biratnagar	D	X	X
Damak	D	X	X
Dhangadhi	E	X	X
Jhapa	D	X	X
Kathmandu	C	X	X
Nepalgunj	E	X	X
Pokhara	D	X	X
Nicaragua			
Managua	B	—	—
Niger			
Agades	E	X	X
Diffa	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Maradi	D	X	X
Mayahi	D	X	X
Niamey	C	X	X
Nigeria			
Abuja	C	X	—
Bauchi	D	X	X
Enugu	D	X	X
Jalingo	E	X	X
Kaduna	D	X	X
Kano	C	X	X
Lagos	D	X	X
Port Harcourt	D	X	X
Oman			
Muscat	B	—	—
Pakistan			
Abbotabad	E	X	X
Bagh	E	X	X
Battagram	E	X	X
Islamabad	C	X	X
Karachi	C	X	X
Lahore	B	X	—
Mansehra	E	X	X
Mazaffarabad	E	X	X
Peshawar	E	X	X
Quetta	E	X	X
Rawalakot	E	X	X
Rawalpindi	B	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Panama			
Panama City	A	—	—
Papua New Guinea			
Arawa	E	X	X
Buka	E	X	X
Goroka	D	X	X
Port Moresby	D	X	X
Paraguay			
Asunción	A	—	—
Peru			
Lima	B	—	—
Philippines			
Cotabato City	B	X	X
Davao City	B	X	—
Iligan	B	X	X
Los Banos	A	X	—
Manila	A	X	—
Qatar			
Doha	B	X	—
Republic of Korea			
Ansan	A	—	—
Incheon	A	—	—
Seoul	A	—	—
Republic of Moldova			
Chisinau	B	X	X
Russian Federation			
Moscow	A	—	—
Vladikavkaz	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Rwanda			
Butare/Gikongoro	C	X	X
Byumba	C	X	X
Cyangugu	D	X	X
Gisenye	C	X	X
Kibuye	C	X	X
Kigali	C	X	X
Samoa			
Apia	C	X	X
Sao Tome and Principe			
Sao Tome	D	X	X
Saudi Arabia			
Al-Hofuf	C	X	X
Al-Jouf (Sakaka)	D	X	X
Jeddah	B	X	X
Najran	D	X	—
Riyadh	B	X	X
Wadi Jizan (Gizan)	C	X	X
Senegal			
Dakar	A	—	—
Kedougou	C	X	X
Ourossogui	E	X	X
Richard Toll	E	X	X
Ziguinchor	C	X	—
Serbia			
Belgrade	A	—	—
Kraljevo	A	X	—
Novi Pazar	A	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Novi Sad	A	X	—
Pristina	C	X	X
Vranje	A	X	X
Seychelles			
Mahé/Port Victoria	A	—	—
Sierra Leone			
Bo	E	X	X
Freetown	D	X	X
Kailahun	E	X	X
Kenema	E	X	X
Koidu	E	X	X
Makeni	E	X	X
Zimmi	E	X	X
Singapore			
Singapore	A	—	—
Solomon Islands			
Honiara	C	X	X
Somalia			
Adalei	E	X	X
Baidoa	E	X	X
Boosaaso (Bender Cassim)	E	X	X
Buale	E	X	X
Garowe	E	X	X
Gebiley	E	X	X
Hargeisa	E	X	X
Jowhar	E	X	X
Kisimaio	E	X	X
Mogadishu	E	X	X
Wajid	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
South Africa			
Johannesburg	A	—	—
Pretoria	A	—	—
Sri Lanka			
Ampara	E	X	X
Batticaloa	E	X	X
Colombo	B	—	—
Galle	B	X	X
Jaffna	E	X	X
Kandy	B	X	—
Kilinochchi	E	X	X
Mannar	E	X	X
Trincomalee	D	X	X
Vavuniya	D	X	X
Sudan			
Abyei	E	X	X
Akon	E	X	X
Aweil	E	X	X
Bor	E	X	X
Damazine	E	X	X
Ed Daein	E	X	X
El Fasher	E	X	X
El Geneina	E	X	X
El Obeid	E	X	X
El Showak	E	X	X
Habila	E	X	X
Juba	E	X	X
Kabkabiya	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Kadugli	E	X	X
Kajo Keji	E	X	X
Kapoeta	E	X	X
Kass	E	X	X
Kassala	E	X	X
Kauda	E	X	X
Khartoum	D	—	—
Kosti	E	X	X
Kutum	E	X	X
Malakal	E	X	X
Morni	E	X	X
Mukja (West Darfur)	E	X	X
Nyala	E	X	X
Port Sudan	D	X	—
Rumbek	E	X	X
Wau	E	X	X
Zalingei	E	X	X
Suriname			
Paramaribo	B	X	—
Swaziland			
Mbabane	A	X	—
Syrian Arab Republic			
Aleppo	B	X	X
Damascus	B	X	X
Deir-ez-Zor	B	X	X
Tajikistan			
Dushanbe	D	X	X
Khujand	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Thailand			
Ban Mae Sot	C	X	X
Bangkok	A	—	—
Kanchanaburi	A	X	—
Mae Hong Son	C	X	X
Phuket	A	—	—
The former Yugoslav Republic of Macedonia			
Resen	A	X	—
Skopje	A	X	—
Timor-Leste			
Dili	D	X	X
Oecussi	E	X	X
Suai	E	X	X
Togo			
Lama Kara	C	X	X
Lomé	B	X	—
Tonga			
Nuku Alofa	B	X	X
Trinidad and Tobago			
Port of Spain	A	X	—
Tunisia			
Gafsa	A	—	—
Tunis	A	—	—
Turkey			
Ankara	A	—	—
Silopi	D	X	X
Van	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Turkmenistan			
Ashgabad	D	X	X
Uganda			
Adjumani	E	X	X
Arua	D	X	X
Entebbe	C	X	X
Gulu	E	X	X
Hoima	E	X	X
Kampala	C	X	X
Kigumba	E	X	X
Kitgum	E	X	X
Kotido	E	X	X
Lira	E	X	X
Mbarara	D	X	X
Moroto	E	X	X
Moyo	E	X	X
Pader	E	X	X
Soroti	D	X	X
Ukraine			
Kyiv	A	—	—
Simferopol	B	X	—
United Arab Emirates			
Abu Dhabi	B	—	—
Al-Ain	B	X	—
Dubai	B	—	—
United Republic of Tanzania			
Arusha	C	X	X
Dar es Salaam	C	X	X

Duty station	*Category*	*Additionol education grant travei and reimbursement of boarding costs*	*Additional shipment of personal effects*
Isaka	E	X	X
Kasulu	E	X	X
Kibondo	E	X	X
Kigoma	E	X	X
Lugufu	E	X	X
Mlshamo	E	X	X
Mpanda	E	X	X
Ngara	E	X	X
Uylankulu	E	X	X
Zanzibar	B	X	X
Uruguay			
Montevideo	A	—	—
Uzbekistan			
Tashkent	C	X	X
Vanuatu			
Vila (Porta Vila)	B	X	X
Venezuela (Bolivarian Republic of)			
Caracas	A	—	—
Guasdualito	C	X	X
Machiques	C	X	X
Maracaibo	A	X	—
San Cristobal	B	X	—
Viet Nam			
Hanoi	B	—	—
Ho Chi Minh City	B	X	—
Hue City	D	X	X
Tuyen Quang	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
West Bank			
Bethlehem	C	X	X
East Jerusalem	B	X	X
Elsewhere in West Bank	C	X	X
Hebron	C	X	X
Jenin	C	X	X
Jericho	C	X	X
Nablus	C	X	X
Qalqiliya	C	X	X
Ramallah	C	X	X
Tulkarem	C	X	X
Yemen			
Aden	D	X	X
Sana'a	D	—	X
Zambia			
Kaoma	E	X	X
Kawambwa	E	X	X
Livingstone	A	X	—
Lusaka	C	X	X
Mongu	E	X	X
Mporokoso	E	X	X
Solwezi	D	X	X
Zimbabwe			
Beitbridge	E	X	X
Bulawayo	E	X	X
Harare	E	X	X
Masvingo	E	X	X
Mutare	E	X	X

Annex III

Countries having duty stations that qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members, as at 1 January 2009

Afghanistan
Albania
Algeria
Angola
Armenia
Azerbaijan
Bangladesh
Belize
Bhutan
Burkina Faso
Burundi
Cambodia
Central African Republic
Chad
Congo
Côte d'Ivoire
Democratic People's Republic of Korea
Democratic Republic of the Congo
Equatorial Guinea
Eritrea
Ethiopia
Ghana
Guinea
Guinea-Bissau
Guyana
Haiti
Kenya
Kiribati
Kyrgyzstan
Lao People's Democratic Republic
Lesotho
Liberia
Madagascar
Mali
Mauritania
Micronesia (Federated States of)
Mozambique
Myanmar
Nicaragua
Niger
Nigeria
Pakistan
Papua New Guinea
Rwanda
Sierra Leone
Somalia
Sudan
Togo
Uganda
United Republic of Tanzania
Uzbekistan
Viet Nam
Yemen

United Nations ST/IC/2009/26

Secretariat

6 July 2009

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new Provisional Staff Rules**

1. With effect from 1 July 2009, the major human resources reforms recently approved by the General Assembly have been formalized with the promulgation by the Secretary-General of amended Staff Regulations (ST/SGB/2009/6) and the subsequent issuance of new provisional Staff Rules (ST/SGB/2009/7). The next step is the updating of human resources-related administrative issuances that will underpin the amended Staff Regulations and new provisional Staff Rules.

2. The purpose of the present circular is to communicate to all staff that the process of preparing and issuing new Secretary-General's bulletins, administrative instructions and information circulars is under way. In accordance with established procedures, those issuances will be released in a phased manner over the coming weeks and months.

3. In cases where the provisions of current issuances do not coincide with the provisions of the amended Staff Regulations and new provisional Staff Rules effective 1 July 2009, the provisions of the amended Staff Regulations and new provisional Staff Rules will prevail.

4. Any questions concerning the applicability of the provisions of an administrative issuance in a particular matter should be addressed in the first instance to relevant human resources officers in the Office of Human Resources Management or human resources officers in personnel units in offices away from Headquarters.

* The present circular will be in effect until further notice.

09-39757 (E) 090709

Please recycle